

UNITED STATES MARINE CORPS
Logistics Operations School
Marine Corps Combat Service Support Schools
PSC Box 20041
Camp Lejeune, North Carolina 28542-0041

LOC 1106

STUDENT OUTLINE

PUBLICATIONS INTRODUCTION

LEARNING OBJECTIVES: Lesson Purpose. The purpose of this lesson is to introduce the students to the publications they will be using to research information during this phase of training. Learning objectives are neither specified nor measured during this lesson.

OUTLINE

1. TYPES OF PUBLICATIONS

a. Technical Manuals (TM) - provides technical information, instructions, and procedures of a permanent nature on the operation, maintenance, and handling of equipment or material.

b. Lubrication Instructions (LI) and Lubrication Orders (LO) provides technical information and instructions on the service, lubrication, and related preventive maintenance checks.

c. Modification Instructions (MI) - provides technical instructions on how to accomplish the modification.

d. Technical Instructions (TI) - provides technical advice or information on equipment or materiel.

e. Supply Instructions (SI) - provides supply support information on specific supply problems or procedures.

f. Support Concepts (SC) - establishes support policies.

g. Stock Lists (SL) - provides all levels of the Marine Corps supply and maintenance operations with up to date information.

h. Users Manual (UM) - provides procedures for entering information.

i. Marine Corps Orders (MCO) - permanent directives.

j. Marine Corps Bulletins (MCBUL) - temporary directives.

2. PREFIX CONTROL NUMBER (PCN). The PCN is an 11 digit number assigned to a publication to denote distribution and serve as a stock number for requisitioning purposes.

3. SHORT TITLE. The order number for a publication; e.g. MCO P4790.2C.

4. LONG TITLE. The noun name of the publication; e.g. MIMMS Field Procedures Manual.

5. TECHNICAL PUBLICATION IDENTIFICATION. The numbering of Marine Corps technical publications can contain up to five elements:

a. Publication Type. Denotes type of publication (i.e. TM - Technical Manual, SL - Stock Listing, MI - Modification Instruction, etc).

b. Basic Number. This field is assigned by using one of the following:

(1) Federal Supply Classification (FSC). The four digit FSC number assigned to the materiel is based on the group and class of material rather than on the ID number; e.g. 6115, and 6665.

(2) Item Designator number (ID). The equipment ID number, consisting of five digits suffixed by a letter of the alphabet (excluding O and I) is assigned to a system, major item, or multiple-use major components.

(3) Standard Subject Identification Code (SSIC). The four-or-five digit SSIC is used when the publication provides general information on a wide range of equipment (e.g. electronics, motor transport, etc.); SSIC's can be found in the current version of SECNAVINST 5210.11.

c. Maintenance Echelon Number. This field contains the echelon of maintenance indicator and shows you who is

responsible for performing the main task.

d. Sequence Number. This field indicates the issuance sequence of a publication, and does not signify seniority.

e. Edition Designator. This field indicates the revisions to the publications starting with "A" and omitting "I", "O", and "Q".

8. NONTECHNICAL PUBLICATION IDENTIFICATION. Non-technical publications (MCO, MCBUL, and UM) are numbered by their Standard Subject Identification Code. A decimal between the Standard Subject indicates the publication is a MCO, for example MCO 3000.11.

9. SECNAVINST 5210.11 DEPARTMENT OF THE NAVY STANDARD SUBJECT IDENTIFICATION CODES

a. Purpose: To provide a single standard subject system for numbering, arranging, filing, and referencing various Marine Corps and Navy documents.

b. Major Subjects/Groups. The system consists of 14 major numerical groups. Each of these groups is designated by a 4 or 5 digit numeric code.

(1) 1000 - Military Personnel. Includes subjects relating to the administration of military personnel.

(2) 2000 - Telecommunications. Includes subjects relating to general communication matters and to communication systems and equipment.

(3) 3000 - Operations and Readiness. Includes subjects relating to such matters as operational plans, training, etc.

(4) 4000 - Logistics. Includes subjects relating to the logistical support of the Navy and Marine Corps, including procurement, supply control, property redistribution and disposal, travel and transportation, maintenance, construction, conversion, production and mobilization planning, and foreign military, military assistance.

(5) 5000 - General Administration and Management. Includes subjects relating to the administration, organization, and management of the Department of the Navy, including general personnel matters (concerning both military

and civilian personnel), security, external relations, law and legal matters, office services, and publications and printing matters.

(6) 6000 - Medicine and Dentistry. Includes subjects relating to medical matters, such as physical fitness, general medicine, hearing conservation, special or preventive medicine, and medical equipment and supplies.

(7) 7000 - Financial Management. Includes subjects relating to the financial administration of the Department of the Navy, including budgeting, disbursing, accounting and auditing, industrial and other special financing matters, and statistical reporting.

(8) 8000 - Ordnance Material. Includes subjects relating to all types of ordnance material and weapons, including ammunition and explosives, guided missiles of all types, underwater ordnance materials, and miscellaneous equipment.

(9) 9000 - Ships Design and Material. Includes subjects relating to such matters as the design characteristics and readiness of ships, and to ship material and equipment.

(10) 10000 - General Material. Includes subjects relating to general categories of materials not included in the specialized materiel groups and includes photographic equipment and accessories, general machinery and tools, personnel (materials), and miscellaneous categories.

(11) 11000 - Facilities and Activities Ashore. Includes subjects relating to ashore structures and facilities, fleet facilities, transportation facilities utilities and services, and other similar subjects.

(12) 12000 - Civilian Personnel. Includes subjects relating solely to the administration of civilian personnel.

(13) 13000 - Aeronautical and Astronomical Material. Includes subjects relating to aeronautical and astronomical material, including parts, devices, armament, aerological

equipment, weapons systems, types of aircraft, and astronomic vehicles.

(14) 16000 - U.S. Coast Guard (For CG use only).
Includes subjects relating solely to administration and mission of the Coast Guard.

c. SSIC Breakdown. Within the major group of the SSIC, it will be broken down even further. SECNAVINST 5210.11D breaks down every SSIC that we could ever possibly use.

REFERENCES:

1. MCO P4790.2C
2. SECNAVINST 5210.11D